

MAINTAIN EMPLOYER REPORTING UNITS


Introduction	This section of the document will explain how an authorized user can view/add/modify an employer reporting unit. Additional reporting units can be added to an employer account when the business has multiple reporting units or for administrative reasons. Each reporting unit can have its own NAICS code, 'Doing Business As' (DBA) name, physical location/wage and separation address.
Helpful Hints	<ol style="list-style-type: none"> 1. The physical location for a reporting unit can never be modified. If the physical location of a reporting unit has to be changed, then the existing unit has to be inactivated and a new reporting unit has to be created. 2. All registered employers within the system are defaulted to the '00000' reporting unit.

Step-by-Step Instructions:

Viewing Employer Reporting Units:

1. Navigate to the account maintenance home page using the instructions provided in the section – 'Navigating to Account Maintenance'.
2. Click on the 'Maintain Employer Reporting Units' link from the list of available maintenance functions. The screen shown below will appear. Click on the reporting unit number to view the reporting unit profile.

NOTE: Reporting units that have been inactivated can be viewed by clicking on link 'View Inactive Reporting Unit'.



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Employer Information
Employer Account Number: **1000** Employer Name: **Employer**

Maintain Reporting Units
Employer Unit Identifier: Reporting Unit Number: Unit DBA Name:

Active

Reporting Unit Number	Unit DBA	Employer Unit Identifier	Address	City	Zip Code	State Wide
00000		0000	19 STANFORD ST	BOSTON	021142502	

Select the [Reporting Unit Number](#)® link to update existing reporting unit information or to inactivate a reporting unit.

[View Inactive Reporting Units](#)
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Home

Click here to view/modify details of this unit.

- The following page will open upon clicking the reporting unit number.

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Reporting Unit Historical Information

[View History](#) Click here to view history.

Review/Update Reporting Unit

Use this section to modify unit information. Click Next to submit this information. If the physical address has changed for this reporting unit, you will need to inactivate this reporting unit and create a new reporting unit.

Reporting Unit Number: **00000**

[Employer Unit Identifier](#) [?]

Address: **19 STANIFORD ST
BOSTON, MA 02114-2502
United States Of America**

Phone: **617-000-0000 ext:**

Email: **abc@detma.org**

NAICS Code: **519190 - All Other Information Services**

Unit Wage and Separation Address

☐ Check the box if you would like to receive requests for Wage and Separation information at the Physical Location for this reporting unit. If you do not enter a new address, all requests for Wage and Separation information will be sent to the default Wage and Separation address established during the registration process.

Address: **MA
United States Of America**

Email:


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- The historical information associated with a reporting unit can be viewed by clicking 'View History' on the page shown above.

NOTE: The historical information is a log of events associated with the changes made on the reporting unit's NAICS Code, Wage and Separation address and account status.

Modifying / Inactivating Employer Reporting Unit:

- Follow the first 3 steps outlined in 'Viewing Employer Reporting Unit' to arrive at the reporting unit page on which you wish to make changes.
- The page will appear as shown below.



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Employer Information

Employer Account Number: **1000**
Employer Name: **Employer**

Reporting Unit Historical Information

[View History](#)

Review/Update Reporting Unit

Use this section to modify unit information. Click Next to submit this information. If the physical address has changed for this reporting unit, you will need to inactivate this reporting unit and create a new reporting unit.

Reporting Unit Number: **00001**
 Reporting Unit Doing Business As (DBA) Name:
[Employer Unit Identifier](#):
 Attention:

Address Line 1: **XXXXX**
 Address Line 2:
 City: **Boston**
 State: **Massachusetts**
 Zip: **02114**
 Country: **United States Of America**
 Phone: ext:
 International Phone:
 Fax:
 International Fax:
 Email: **aaa@detma.org**
 NAICS Code: **519190 - All Other Information Services**

Inactivate Reporting Unit

Use this section to inactivate this unit.

Inactivate Reporting Unit?: ☐
 Date of Last Wages for this Reporting Unit:
 Is this unit being inactivated due to a sale of the unit? ☐ Yes ☐ No
 Is this unit being inactivated due to a move? ☐ Yes ☐ No
 Other?:

☐ Check the box if you would like to receive requests for Wage and Separation information at the Physical Location for this reporting unit. If you do not enter a new address, all requests for Wage and Separation information will be sent to the default Wage and Separation address established during the registration process.

Attention:
 Address Line 1:
 Address Line 2:
 City:
 State: **MA - Massachusetts**
 Zip Code:
 Country: **US - United States Of America**
 Phone: ext:
 International Phone:
 Fax:
 International Fax:
 Email:

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Complete this section to modify reporting unit information.

Complete this section to inactivate unit.

- Make changes to NAICS code or unit wage and separation address as desired. Proceed to step 6 for instructions to inactivate this reporting unit.

NOTE: The details associated with the primary reporting unit cannot be modified.

- Click 'Next' at the bottom of the page to submit your changes.

5. On the next page, you will be asked to confirm your changes. Confirm your changes by clicking 'Save'. The modification action will be completed.
6. Continued from step 3: In order to inactivate the unit, complete the information requested in the section 'Inactivate Reporting Unit' of the page (shown in step 2).
7. You will be asked to confirm the inactivation. Upon your confirmation, the unit will be inactivated and the following page will appear.

NOTE: If the inactivation is due to sale of the unit, you will be redirected to the 'Experience Transfer' process, and you must continue to provide information on that. Please refer to the section on experience transfer - 'Provide information on the Sale or Purchase of a Business' for additional information.

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Reporting Unit Inactivated

You have inactivated reporting unit 00001 . .

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Reactivating Employer Reporting Unit:

1. Follow the first 2 steps outlined in 'Viewing Employer Reporting Unit' to arrive at the reporting unit profile to be re-activated.
2. Click on 'View Inactive Reporting Units'. The following window will appear.

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Maintain Reporting Units

Employer Unit Identifier: Reporting Unit Number: Unit DBA Name:


Reactivate Reporting Unit

Employer Unit Identifier	Reporting Unit Number	Unit DBA Name	Address	City	Zip Code
	00001		XXXXXX	Boston	02114

To reactivate a reporting unit at the existing address, select the Reporting Unit Number link. If the reporting unit you want to reactivate is no longer at the Physical location, select [Add New Reporting Unit](#)

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3. Click on reporting unit that needs to be reactivated. Provide the information necessary to reactivate the account and click 'Reactivate'.



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* Indicates Required Field

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Reporting Unit Historical Information

[View History](#)

Reactivate Reporting Unit

If the Physical Location has changed for this reporting unit, you will need to add a new reporting unit.

Reporting Unit Information

	Reporting Unit Number: 00001
Reporting Unit Doing Business As (DBA) Name:	<input type="text"/>
Employer Unit Identifier:	<input type="text"/>
Date of Last Wages Paid for this Reporting Unit:	6/1/2009
Date Wages Paid Resumed:	<input type="text"/> *
NAICS Code:	519190 - All Other Information Services Change NAICS Code
Address:	XXXXX
City:	Boston
State:	MA
ZIP Code:	02114
Country:	US
Phone:	<input type="text"/> *

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4. You will be asked to confirm the reactivation. Upon your confirmation the account will be reactivated and will appear in the list of active reporting units.

Adding a New Reporting Unit:

1. Follow the first 2 steps outlined in 'Viewing Employer Reporting Unit'.
2. Click on 'Add New Reporting Unit' to add a new unit. The following page will appear. Provide all the information about the new unit and click 'Next'.

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* Indicates Required Field

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Employer Information

Employer Account Number: **1000**

Employer Name: **Employer**

Add Reporting Unit

Please enter the physical address information for this reporting unit.

Reporting Unit Number: 1 ☐ Check this box if this is a [State-Wide Unit](#) *

Reporting Unit Doing Business As (DBA) Name:

[Employer Unit Identifier](#) *:

Date of First Wages Paid for this Reporting Unit: *

Attention:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Phone:

ext:

Fax:

E-Mail:

NAICS Code: 519190 - All Other Information Services

[Change NAICS Code](#)

Is this Reporting Unit being created as a result of the purchase or sale of a business? ☐ Yes ☐ No *

Is this Reporting Unit being created as a result of a move? ☐ Yes ☐ No *

Reporting Unit Wage and Separation Address

☐ Check the box if you would like to receive requests for Wage and Separation information at the Physical Location for this reporting unit. If you do not enter a new address, all requests for Wage and Separation information will be sent to the default Wage and Separation address established during the registration process.

Attention:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Phone:

ext:

International Phone:

Fax:

International Fax:

E-Mail:

Reporting Unit Location Details

Which one of these statements best describes this location?

☐ This location mainly provides goods or services to the general public (that is, to individual consumers, other businesses, organizations, or institutions).

☐ This location mainly supports other locations of this company. For example, this is a special purpose facility such as a headquarters, warehouse, data processing center, laboratory, or repair shop.

*

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[Cancel](#)

5. You will be asked to confirm the details of the new reporting unit on the following page. Upon confirmation, the following page will appear, with the new reporting unit number.

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Employer Information

Employer Account Number: **1000**

Employer Name: **Employer**

Confirmation of Unit Creation

You have successfully created this unit. The assigned unit number is 00001

To assign a TPA to this Reporting Unit go to Assign and Maintain TPA or click Home to return to Maintain Units home page.

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Output 1	A new reporting unit will be assigned its unique 'Reporting Unit Number'.
Output 2	The employer account will be updated with the latest reporting unit information.

If	Then
Addition/Inactivation/ Reactivation of reporting unit is due to sale or purchase	User will be directed to the process - 'Provide information on the purchase or sale of a business'.